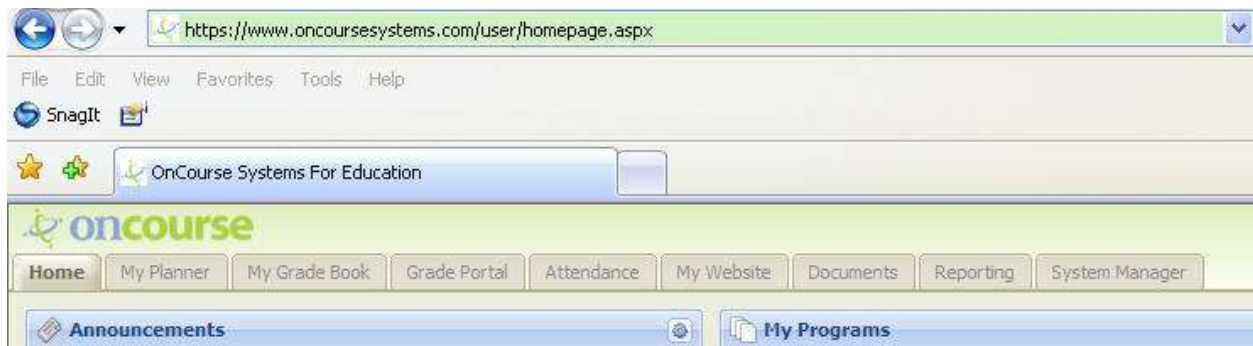
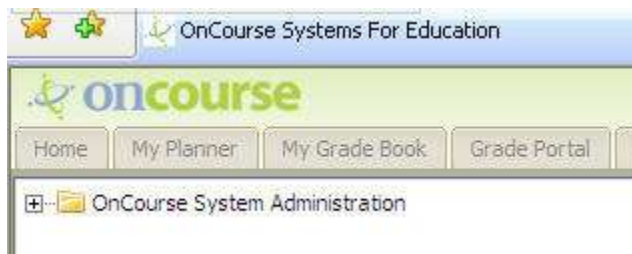


Directions for Linking Teachers



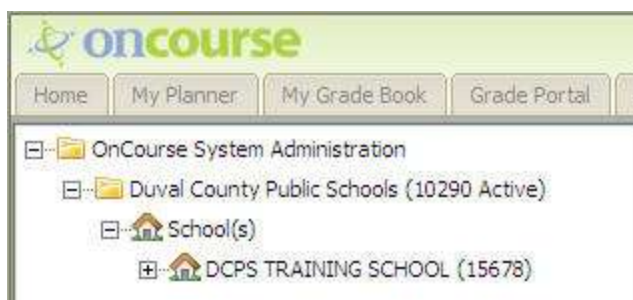
1. Click on the System Manager tab.



2. Click on the plus sign next to OnCourse System Administration.



3. Click on the plus sign next to Duval County Public Schools.



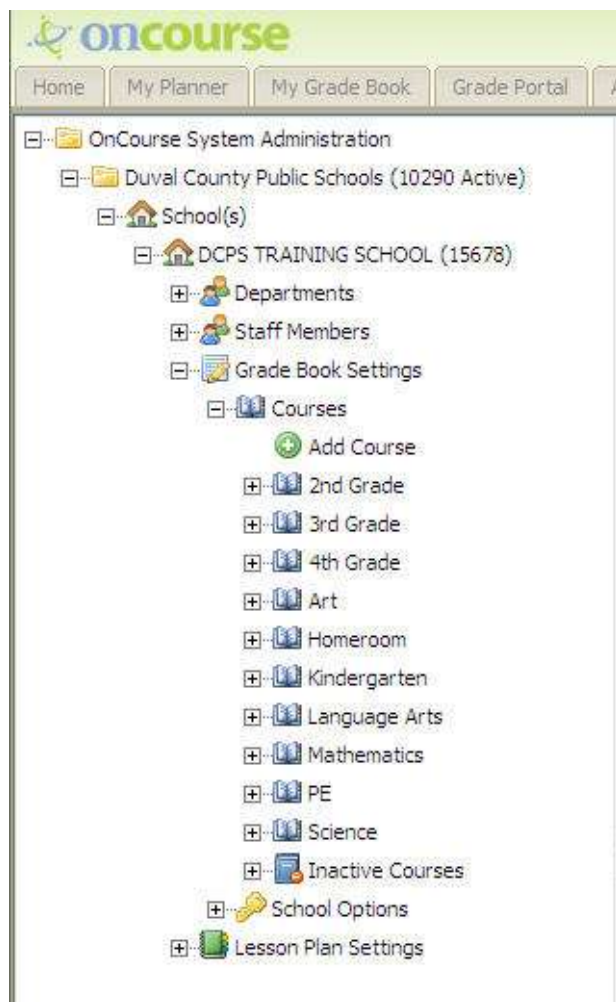
4. Click on the plus sign next to your school.



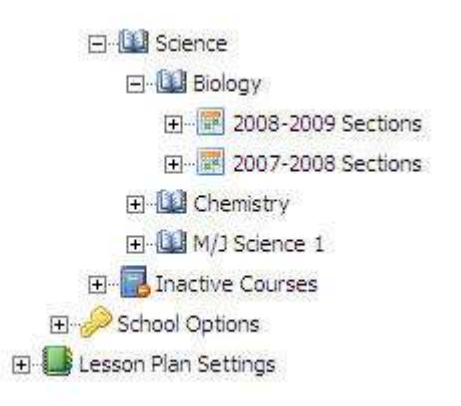
5. Click on the plus sign next to Grade Book Settings.



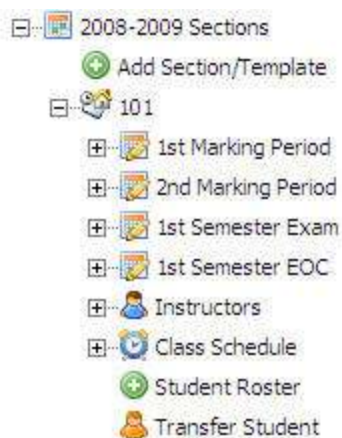
6. Click on the plus sign next to Courses.



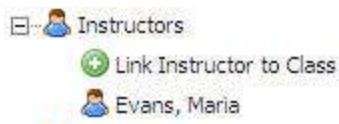
7. Click on the plus next to the course that needs to be linked.



8. Click on the plus next to the Sections.



9. Click on the plus next to Instructors.



10. Once you locate the instructor that you like to link to, click on "Link Instructor to Class."

Link Instructor to Class

OnCourse Id:

Instructor: *

Print Instructor's Name on Report Card:

 Save changes

11. Scroll to select the instructor to link (see figure 12). Choose whether the instructor's name will appear on the report card.

Instructor: *

-- Select A Value --

-- Select A Value --

Akers, Sandra
Christian, Eddie
Clark-Brown, Veronica
Davenport, Lonna
Derbecker, Candy
Duclos, Dawn
Evans, Maria
Filmlalter, Dorathea
Hart, Kathy

12. Choose the instructor to link.

Record Saved

Record successfully saved.

Link Instructor to Class

OnCourse Id:

Instructor: *

-- Select A Value --

Print Instructor's Name on Report Card:

True

✓ Save changes

13. Click on Save changes. A message that the "Record successfully saved" will appear.



14. The instructor is now linked.

Edit Hart, Kathy

OnCourse Id:

104121

Instructor: *

Hart, Kathy

Print Instructor's Name on Report Card:

True

✓ Save changes

✗ Delete this record

15. To unlink the instructor, follow steps 1- 10, choose the instructor to unlink and click on "Delete this record."